**Send your document to a printer**

**Covid-19**
During the University lock-down many of the printers around campus will be unavailable. The printer in Pendle’s porters lodge is now available Monday-Friday from 9am to 5pm (access via the back door in the conservatory). Please remember to wash your hands before & after use, and to maintain social distancing.

To print your document on a campus printer, you need to send it to a print queue. There are 2 print queues – the mono print queue will print in grayscale/black and white, the colour queue will print in colour. Once sent to a queue, you will be able to print it from a printer of your choice.

Print queues are pre-installed on PC Lab/Library computers and on ISS supported staff computers. To print to a campus printer from your own PC, you will need to install the print queue.

An alternative if you are using your own PC is to print from the web. See Printing for information.

**To send your document to print**

1. Open the document you want to print.
2. From the document menu options, select File then Print – the Print window opens.
3. Select the desired print queue (e.g. if you want to print in colour, select colour on lansc-print2, if you want to print in mono, select mono on lansc-print2).
4. Make any other required print option selections (e.g. number of copies, paper size).
5. Click Print.

If you are unsure about whether your document has been sent to the print queue, you can go to print.lancaster.ac.uk and select jobs pending release from the menu on the left. Any jobs that are in the queue will be displayed, and will be available for release from any campus printer.